

To: Dygowski, Laurel[Dygowski.Laurel@epa.gov]; Laumann, Sara[Laumann.Sara@epa.gov]
From: Worstell, Aaron
Sent: Mon 7/22/2013 7:44:40 PM
Subject: Contractor reporting requirements, WY RH

Laurel and Sara-

This message is in follow-up to our meeting earlier today.

In addition to requiring weekly conference calls with the contractor, the statement of work includes unique language provided to me by the contracting folks:

In addition, the EPA WAM is requiring weekly reporting of level of effort (LOE) and dollars consumed by sub-task (per week and cumulative). This hour and dollar tracking report shall be sent weekly via e-mail to the WAM. It shall be in the form of an Excel spreadsheet. Each week, the contractor shall input the LOE and dollars used into new columns and/or rows for each sub-task while retaining the data from previous weeks. This will allow the EPA WAM the ability to track all of the sub-tasks for this work assignment throughout the performance period.

I hope this helps allay any concerns you have regarding the contractor staying on track.

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What is wanted is not the will to believe, but the wish to find out, which is the exact opposite. -Bertrand Russell